

# INDIANA 5-STAR ENVIRONMENTAL RECOGNITION PROGRAM

FOR METAL FINISHERS



## INFORMATION PACKET AND APPLICATION

## SGP Program Goals

Using 1992 (or a later year) as a baseline for measurement, participating metal finishers are working to achieve the following seven facility-based SGP goals by 2002. To earn national Gold Level recognition (4 Stars), metal finishers must meet all seven goals.

### Improve Use of Resources:

1. Achieve a 50% reduction in water purchased and used, adjusted for any changes in the facility's production level.
2. Either achieve a 25% reduction in facility-wide energy use, qualify as "Best in Class" for energy reduction goals that have already been met, or provide an explanation if you have increased energy use as a result of increasing the treatment of your process water.
3. Ensure that 98% of metals are ultimately utilized on products, achieved when a facility is land disposing less than 2% of the metals it purchases. Companies can meet this goal by recycling 100% of their waste or reducing the generation of sludge by 50%.

### Reduce Hazardous Emissions:

4. Achieve a 90% reduction in organic toxic release inventory (TRI) chemicals. Note that TRI requirements apply to all facilities with SIC codes of 20-39 that have 10 or more fulltime employees.
5. Reduce land disposal of hazardous sludge by 50% and reduce sludge generation.
6. Reduce the amount of metals released to the air and water by 50%.
7. Reduce human exposure to toxic materials in the facility and the surrounding community.

As a result of undertaking the above-listed activities, your company should achieve a 50% reduction in costs associated with unnecessary permitting, reporting, monitoring, and related activities.

## Welcome to the Indiana 5-Star Environmental Recognition Program



The Indiana 5-Star Environmental Recognition Program awards stars based on specific criteria, which go above and beyond the regulations. The Indiana Department of Environmental Management (IDEM) and the Indiana Clean Manufacturing Technology and Safe Materials Institute (CMTI), together with industry representatives, municipalities/publicly owned treatment works (POTWs), and other interested parties, developed this program to recognize metal finishers that demonstrate exceptional environmental stewardship.

### How the program works:

Participation in Indiana's 5-Star Environmental Recognition Program is voluntary. To be eligible, metal finishers must be in compliance with local, state, and federal environmental regulations for the previous year, and must submit a complete and accurate application. Minor violations that did not result in increased emissions, discharges or a release to the environment will not prevent an applicant from participating in this program.

Metal finishers can earn from one to five stars. Achieving one star is a prerequisite for two stars, achieving two stars is required to earn three stars, and so on. Awards remain in effect for one year, at which time, participants must reapply for the following one-year period.

The 5-Star Environmental Recognition Program is closely linked to the National Metal Finishing Strategic Goals Program (SGP) and the United States Environmental Protection Agency's National Performance Track Program. The national SGP Bronze level is the equivalent to earning 2 stars, the Silver level is equivalent to earning 3 stars, and the Gold level is equivalent to earning 4 stars. Facilities that earn all 5 stars are well equipped to earn recognition in the National Performance Track Program.

Participation in all 3 programs (5-Star, SGP, and National Performance Track Program) allows your business to be recognized statewide through IDEM's 5-Star programs and at the national level through the SGP and National Performance Track Program.

Applications will be reviewed by a committee consisting of representatives from IDEM, CMTI, EPA, trade associations, environmental organizations, and a POTW representative from the municipality in which the facility is located. CMTI will conduct site visits for all four- and five-star applicants. If an application is not approved, the review committee will determine whether the shop should receive fewer stars or reapply to the program at a later date.

If you have questions or comments, call CMTI at 765/463-4749 or IDEM at 800/988-7901.

## Did You Remember to . . .

. . . Complete the Statement of Commitment sheet (on back of application) and submit it to Global Environment & Technology Foundation?

(Required for the Participant Level)

. . . Submit your worksheets to the National Metal Finishing Resource Center?

(Required for the One Star Level and for all subsequent levels)

. . . Attach a copy of your progress report? (Required at the 2-4 Star Level)

. . . Attach information explaining your treatment process (for shops that have not yet met the energy reduction goal because they have increased energy use as a result of the increased treatment of process water)?

(Option at the Four Star Level)

. . . Attach a copy of your company's EMS certificate, if certified, to this application?

(Required for the Five Star Level)

## Unless Included in This Application, You Will Also Need to:

Attach information describing your community stakeholder group activities.

(Required for the Four Star Level)

Attach a copy of your company's Environmental Policy Statement.

(Required for the Four Star Level)

Shops must be in compliance with applicable regulations before applying for stars.

Participation in this program will not trigger IDEM regulatory inspections.

## INSTRUCTIONS

1. Read through program packet completely.
2. Complete 7 page application and attach additional documentation if necessary.



Mail application to:

IDEM - OPPTA  
150 West Market Street, Suite 703  
Indianapolis, IN 46204

3. Fill out Statement of Commitment page.



Mail completed page to:

Global Environment  
& Technology Foundation  
Attn: Tim Conner  
7010 Little River Turnpike, Suite 460  
Annandale, VA 22003  
or fax page to (703) 750-6506 .

OWNER/MANAGER \_\_\_\_\_

FACILITY NAME \_\_\_\_\_

# APPLICATION

Mail this application and any attachments to:

IDEM - OPPTA,  
150 West Market Street, Suite 703  
Indianapolis, IN 46204

## Levels of Participation

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### Participant Level

- 9 Officially sign onto the Metal Finishing Strategic Goals Program by completing and submitting the attached Statement of Commitment sheet to:

Global Environmental Technology Foundation  
7010 Little River Turnpike, Suite 460  
Annandale, VA 22003

(Note that you must only submit this form once, as it is not required when a company reapplies to the 5-Star program in subsequent years.)

### i One Star

- 9 Meet the Participant Level requirement listed above.
- 9 Be in compliance with applicable regulations, including local ordinances.
- 9 Submit your baseline (1992-2000) worksheet and your most recent year's worksheet to:

National Metal Finishing Resource Center  
Technical Offices  
3433 Valewood Drive  
Oakton, VA 22124

Visit [www.strategicgoals.org](http://www.strategicgoals.org) to access this worksheet or call 703/264-0039 to request a copy.

### i i Two Stars (equivalent to the SGP Bronze level)

- 9 Meet the One Star criteria listed above.
- 9 Do one of the following activities:

Continued on page 3

- 1) Actively participate in one of the following SGP stakeholder workgroups: RCRA; 5-Star Environmental Recognition Program; Recruitment; Financial & Technical Assistance; POTW; or Emergency Preparedness.

Please indicate which stakeholder workgroup(s) you're participating in \_\_\_\_\_

\_\_\_\_\_

and check here \_\_\_\_ if you are a new workgroup member.

- 2) Have received a Governor's Award for Pollution Prevention within the past year.

Year received \_\_\_\_\_

## 9 Achieve one of the following options:

- 1) Meet 2 of the 7 facility-based SGP performance goals (listed on the inside cover of this application.) Please circle the goals your company has met.

1      2      3      4      5      6      7

- 2) Achieve a minimum progress report rating of 30% and attach a copy of your report.

## i i i Three Stars (equivalent to the SGP Silver level)

### 9 Meet the Two Star criteria listed above.

### 9 Do one of the following activities:

- 1) Meet 4 of the 7 facility-based SGP performance goals. Please circle the goals your company has met.

1      2      3      4      5      6      7

- 2) Achieve a minimum progress report rating of 60% and attach a copy of your report.

(equivalent to the SGP Gold level)

- 9 Meet the Three Star criteria listed above.
- 9 Do one of the following:
  - 1) Meet all 7 of the facility-based SGP performance goals/ achieve a progress report rating of 100%.
  - 2) Meet all goals except the energy reduction goal and qualify as “Best in Class” for previous energy reduction efforts.
  - 3) Meet all goals except the energy reduction goal. If your business has increased its energy use (and is unable to meet the energy reduction goal) due to increased treatment of process water, please attach information explaining process.
- 9 Do one of the following activities:
  - 1) Be actively involved in a community outreach program (such as the Industry Partners for Safety Awareness Good Neighbor Program) or environmentally conscious group, or actively promote environmental issues within an industry association or group.

Please indicate the program or group you are working with

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- 2) Organize a community stakeholder group in anticipation of preparing an Environmental Management System. Please describe your efforts or attach appropriate information to this application.

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- 3) Have a defined Environmental Policy statement that is signed by your company's senior management. Note that this is the first step in developing an Environmental Management System. Please submit a copy of your policy statement or list the web address where your statement is located:
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## Five Stars

(eligible to apply for National Performance Track Program)

- 9 Meet the Four Star criteria listed above.
  - 9 Mentor others in your industry to improve environmental performance. As a mentor, your company's name will appear on IDEM's web site and a variety of publications related to the metal finishing industry.
  - 9 Have an Environmental Management System (EMS) in place which is either ISO 14001 certified or equivalent (attach a copy of your EMS certificate if certified). The EMS must include the following 17 elements:\*
1. Environmental Policy
  2. Identification of Environmental Aspects
  3. Identification of Legal and Other Requirements
  4. Setting of Objectives and Targets
  5. Environmental Management Programs(s)
  6. Structure and Responsibility
  7. Training, Awareness and Competence
  8. Communication Protocol
  9. EMS Documentation
  10. Document Control
  11. Operational Control
  12. Emergency Preparedness and Response
  13. Monitoring and Measuring
  14. Nonconformance and Corrective and Preventive Action



15. Record Keeping
16. EMS Audits
17. Management Review

For information on the SGP, visit IDEM's website at [www.in.gov/idem/strategicgoals](http://www.in.gov/idem/strategicgoals) or the National SGP website at [www.strategicgoals.org](http://www.strategicgoals.org) or contact: CMTI at 765/463-4749 or IDEM at 800/988-7901

For information on the National Performance Track Program,  
visit EPA's website at [www.epa.gov/performance-track](http://www.epa.gov/performance-track)

## Need additional writing space?

Use area below or attach additional sheets of paper to this application as needed.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Stars are awarded biannually. Deadlines for applications are February 28 and August 31. Please complete and mail your application or fax to 317/233-5627.

Owner/Manager: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Facility Address (if different than mailing address):

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

EPA ID#: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Number of stars you are applying for:

**9** 1 Star      **9** 2 Stars      **9** 3 Stars      **9** 4 Stars      **9** 5 Stars

I certify the information in this application is accurate to the best of my knowledge:

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Mail this application and any attachments to:

IDEM - OPPTA,  
150 West Market Street, Suite 703  
Indianapolis, IN 46204

Fill out and mail this card or fax to 703-750-6506

**Statement of Commitment  
Strategic Goals Program Participant  
Metal Finishing Sector**

The Strategic Goals Program (SGP) began as a cooperative effort between the U.S. Environmental Protection Agency's Common Sense Initiative and the metal finishing industry, represented by the National Association of Metal Finishers (NAMF), the American Electroplaters and Surface Finishers Society (AESF), and the Metal Finishing Suppliers Association (MFSA).

\_\_\_\_\_  
Company Name  
is proud to be a participant in the Strategic Goals Program.

Our company is willing to make a good faith effort toward achieving, by 2002, the set of National Performance Goals that have been jointly agreed upon through the cooperative efforts of the U.S. EPA and industry representatives.

We understand that the Strategic Goals Program (SGP) is voluntary, and that we have the option to exit the Program at any time, with no penalties or unfavorable consequences.

By signing this document on behalf of the company, we become eligible for Program incentives as described in the Strategic Goals Program Membership Kit.

Our designated company SGP contact is:

\_\_\_\_\_  
Please Print Name Title

who can be reached during the daytime business hours at:

\_\_\_\_\_  
Phone Fax

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
City State Zip

If applicable, please print name of POTW/Control Authority discharging to:

\_\_\_\_\_  
Please Print Name Title

As a Strategic Goals Program Participant, we're for solutions - working "cleaner, cheaper and smarter" for the benefit of the environment. Fill out the information above and mail to:

**Global Environment and Technology Foundation,  
Attn: Tim Conner  
7010 Little River Turnpike, Suite 460  
Annandale, VA 22003**

This form may also be faxed to **(703) 750-6506**.

Distributed as part of the  
Indiana 5-Star Environmental Recognition Program  
for Metal Finishers application  
State Form 50214 (R1 / 11-01) PDF Version